Instructions to Access the Recycling On-line Annual Report

We continue to partner with the UW Solid and Hazardous Waste Extension Center (SHWEC) in the development of an on-line annual report capability. We successfully pilot tested the report last year and are now ready to offer this option to ALL RUs. The decision to use the on-line report is entirely voluntary, however we encourage you to consider this option. Using the on-line report eliminates time consuming data entry, minimizes the potential for data entry errors, will save you considerable time and will enable us to process the data more quickly.

The Deadline for submittal of reports is April 30, 2005. We will NOT accept on-line submittals after this date; late submittals must be in hard copy.

How to use the web-based report:
1. You need to have the most recent version of Acrobat Reader installed on your computer to print the report. If you aren't sure whether or not you are using the most recent version, we recommend you update before beginning your work. To update, go to www.adobe.com.
2. You will need to know your RU "Recycler ID" and the "Muni Code". This information is provided on page 1 of the enclosed annual report form (Form 4400-182).
   - Recycler ID is listed on the top right hand section of page 1. This is your unique password (code).
   - Muni Code is listed in the top center of the page, in the box labeled "Municipal Code". The Muni code should be a 5 digit code. If it only has 4 digits, you will need to add a leading zero ('0") – for example; if the muni code appears as 3000, you will need to enter it as "03000".
3. Open your web browser and access the web site by typing this address in your web browser address line: http://www.uwex.edu/ces/shwec_mrf/login/index.cfm
4. Follow the directions to log on.
5. Be sure to save your work frequently. You can retrieve a "saved" report as often as you need – only the last save on or before April 30, 2005 will be stored permanently for use by the DNR.
6. Do NOT use spaces or comma in numbers, as in Section D or in the table on page 4.

If you do not have immediate access to a computer, consider using a computer at the library, County Extension Office or other public institutions. Still at a loss? Contact Steve Brachman (414- 227-3160) or by email at brachman@uwm.edu for further assistance.